|  |  |  |
| --- | --- | --- |
| [Image result for bristol university logo](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiZhMKIg8HaAhXJUhQKHT1vC6gQjRx6BAgAEAU&url=http://www.bristol.ac.uk/public-relations/logo/&psig=AOvVaw2mOof-zdmF72MzT6Trv_9x&ust=1524044696869947) | **OFFICE USE ONLY** | |
| **Date received** |  |
| **Received by** |  |
| **Breach ref number** |  |

**Personal Data Breach Notification Form**

Please see the University’s Personal Data Breach Procedure which relates to this form. This form should be used to report any actual, suspected, threatened or potential personal data breach in accordance with such procedure.

**This form should be completed as fully as possible based on currently available information.**

If you have any questions regarding the completion of this form, please contact the University’s Information Governance Manager by email at data-protection@bristol.ac.uk or by phone on ext. 41824.

|  |  |
| --- | --- |
| **Information about you** | |
| **Name** |  |
| **Job title** |  |
| **School/faculty/division** |  |
| **Email address** |  |
| **Phone number** |  |

**Note:** We will get in touch with you if we require any further information or as part of our investigations relating to the breach. If you wish to raise a whistleblowing concern regarding the processing of personal data by the University, please refer to the University’s [Whistleblowing Policy](https://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/whistleblowing-policy.pdf) and the procedure within that policy for raising such concerns.

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| --- | --- | --- | --- | --- | --- |
| **Information about the personal data breach** | | | | | |
| **Date/time breach occurred** | **Date** |  | | **Time** |  |
| **Date/time breach identified** | **Date** |  | | **Time** |  |
| **Is the breach ongoing?** |  | Yes | | | |
|  | No | | | |
|  | Unsure | | | |
| **Primary cause of breach** |  | Malicious attack | | | |
|  | Accident (e.g. system failure) | | | |
|  | Negligence (e.g. human error) | | | |
|  | Other (see description below) | | | |
| **Description of events giving rise to the breach (include details such as timings, the resources affected or involved in the breach and any individuals that have been notified)** |  | | | | |
| **Description of personal data accessed, altered, destroyed, disclosed or lost (include details such as the categories of personal data affected, volume of records affected)** |  | | | | |
| **Categories of individuals affected** |  | Prospective students | | | |
|  | Current students | | | |
|  | Alumni | | | |
|  | Staff (other than senior staff) | | | |
|  | Senior staff | | | |
|  | Research participants | | | |
|  | Other: |  | | |
| **Number of individuals affected** |  | | | | |
| **Description of any action(s) taken to date** |  | | | | |